

M e m o r a n d u m

Date: January 8, 2010

To: Gilroy Inspection Facility

Attention: Lieutenant M. O. Delaney

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.A07146.010

Subject: 2009 COMMAND PROPERTY INSPECTION REPORT

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on November 4, 2009. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 190 items (a). The statistically-valid sample at a 95 percent confidence level \pm 5 percent error rate provided a total stratified sample size of 49 items when rounded up to the next whole number (d).

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
ICU Decals	124	65.26%	30.67	31
Telecommunications	30	15.79%	7.42	8
Fleet	1	0.53%	0.25	1
Weapons	35	18.42%	8.66	9
Total	190			49

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 48 of the 49 items were located. One item was transferred to another command. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

Safety, Service, and Security

When comparing equipment assigned to the command to the OPI inventory lists, 40 of the 44 items reconciled. Four items were not listed on the appropriate OPI inventory list. The property inspection results of equipment located at the command to the OPI inventory list are summarized in Attachment A.

I request your command research and investigate all discrepancies in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify that the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspections through your respective Division by April 8, 2010.

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.



M. C. A. SANTIAGO, CIG
Assistant Commissioner

Attachments

cc: Office of the Assistant Commissioner, Field
Coastal Division
Fiscal Management Section
Office of Inspections, Audits Unit

ATTACHMENT A

**OFFICE OF INSPECTIONS, AUDIT UNIT
PROPERTY INSPECTION DISCREPANCY REPORT
Gilroy Inspection Facility - 726
November 4, 2009**

ATTACHMENT A

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
RADIOLOGICAL SURVEY METER	101736				X		Item transferred, CHP 24 and CHP 266 attached.
CASSETTE RECORDER	108799		X				Item transferred to command, CHP 24 and CHP 266 attached.
LAPTOP	140195		X				Item transferred to command, CHP 266 attached.
SWITCH	143998		X				Item transferred to command, CHP 24 and CHP 266 attached.
SWITCH	144004		X				Item transferred to command, CHP 24 and CHP 266 attached.

ATTACHMENT B

CALIFORNIA HIGHWAY PATROL
2009 ICU PROPERTY RECORD INSPECTION REPORT
Gilroy Inspection Facility - 726

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT								
1	101736	RADIOLOGICAL SURVEY METER	500				X	Item transferred, CHP 24 and CHP 266 attached.
2	103095	TV/RECEIVER MONITOR	622390570	X				
3	103263	PRINTER LASERJET 5	US3S001395	X				
4	103557	REFRIGERATOR 21 CU FT	10577354MH	X				
5	106752	DICTATING MACHINE PORTABLE	137526	X				
6	106784	CASSETTE RECORDER	BB8AB55582	X				
7	106785	CASSETTE RECORDER	BB8AB55584	X				
8	113846	CAMERA STILL 35MM/ZOOM LENS	42814186	X				
9	120886	PROJECTION SCREEN		X				
10	124471	BREATH ANALYZER	049700	X				
11	126656	DIGITAL CAMERA	472143	X				
12	134181	BRIDGE	FHK0736P060	X				
13	134388	FILE SERVER	D351LJC1H931	X				
14	137983	CANOPY		X				
15	138901	COPIER	56001983	X				
16	140260	PRINTER	CNBC5CX143	X				
17	142420	DVD PLAYER	170K1769	X				
18	149236	COMPUTER	MXL7120BZW	X				
19	149243	COMPUTER	MXL7120BXX	X				
20	149251	COMPUTER	MXL7120BXP	X				
21	149253	COMPUTER	MXL7120BXY	X				
22	164222	COMPUTER	MXL8320B1L	X				
23	164223	COMPUTER	MXL8320B1M	X				
24	164235	COMPUTER	MXL8320B4R	X				

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

**CALIFORNIA HIGHWAY PATROL
2009 ICU PROPERTY RECORD INSPECTION REPORT
Gilroy Inspection Facility - 726**

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
25 58351	SCALE PORTABLE MD400	11054	X					
26 59942	SCALE PORTABLE MD 400	11026	X					
27 59954	SCALE PORTABLE MD 400	11133	X					
28 59960	SCALE PORTABLE MD 400	11636	X					
29 79119	CASSETTE TAPE RECORDER	66402441	X					
30 91562	LADDER 4 STEP METAL		X					
31 AF02029	SCANNER 7400C		X					
EQUIPMENT TO INVENTORY LIST								
1 101992	MACHINE FACSIMILE	M67937085	X					
2 103265	PRINTER LASERJET 5	US3S003224	X					
3 106972	REFRIGERATOR 17CU CTB1722ARW	12822679UF	X					
4 113795	TV/VCR	19AC30030	X					
5 117503	SCANNER	5G8CC160MT	X					
6 117504	PRINTER	MY93C11096	X					
7 133656	FAX MACHINE	U60298M4J176697	X					
8 147947	PRINTER	CNGXJ45217	X					
9 148840	CAMERA	KCGFN64721680	X					
10 149037	PRINTER	CNRXL59303	X					
11 149245	COMPUTER	MXL7120BXS	X					
12 149246	COMPUTER	MXL7120BXJ	X					
13 149249	COMPUTER	MXL7120BZW	X					
14 164218	COMPUTER	MXL8320B72	X					
15 164219	COMPUTER	MXL8320B67	X					

LEGEND

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**CALIFORNIA HIGHWAY PATROL
2009 ICU PROPERTY RECORD INSPECTION REPORT
Gilroy Inspection Facility - 726**

ATTACHMENT B

	ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
16	164233	COMPUTER	MXL8320B47	X					
17	58315	SCALE PORTABLE MD400	10943	X					
18	58352	SCALE PORTABLE MD400	10995	X					
19	59939	SCALE PORTABLE MD 400	11066	X					
20	67182	SCALE PORTABLE MD 400	12186	X					
21	84211	VCR	927616419	X					
22	91528	RECORDER VIDEO CASSETTE	SB33090076	X					
23	91561	LADDER 4 STEP METAL		X					
24	94827	SCALES ELECTRONIC	1031	X					
25	XRR0065	ALCOHOL SCREENING DEVICE/CASE	17909	X					
EQUIPMENT LOCATED ON-SITE (NOT LISTED ON COMMAND PROPERTY LIST)									
26	108799	CASSETTE RECORDER				X			Item transferred to command, CHP 24 and CHP 266 attached.
27	140195	LAPTOP				X			Item transferred to command, CHP 266 attached.
28	143998	SWITCH				X			Item transferred to command, CHP 24 and CHP 266 attached.
29	144004	SWITCH				X			Item transferred to command, CHP 24 and CHP 266 attached.

LEGEND

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ATTACHMENT C

**CALIFORNIA HIGHWAY PATROL
2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
Gilroy Inspection Facility - 726**

ATTACHMENT C

ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT										
1 R39579	Base Station - rack type			6932413	X					
2 R63950	Hand-Held Radio	16757		402AWY1426	X					
3 R64288	Hand-Held Radio	10227	MM 08-084	402AWY1517	X					
4 R67241	Hand-Held Radio	16648		402AXA4309	X					
5 R67501	Hand-Held Radio	12463		402AXA4201	X					
6 R70934	Battery Charger - Radio				X					
7 R70944	Battery Charger - Radio				X					
8 R82631	Battery Charger - Radio				X					
EQUIPMENT TO INVENTORY LIST										
1 R311906	Telephone System				X					
2 R52720	Base Station - desk top			323203	X					
3 R67068	Hand-Held Radio	16182		402AXA3740	X					
4 R67532	Hand-Held Radio	17222	MM #08-044	402AXA4434	X					
5 R70945	Battery Charger - Radio				X					
6 R70946	Battery Charger - Radio				X					
7 R71570	Analyzer/Conditioner - Radio			MO12070	X					
8 R87196	Telephone System				X					
9 R96386	Announcer - Telephone			0522001203	X					

LEGEND

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ATTACHMENT D

STATION	EQUIPMENT ID	LICENSE	DESCRIPTION	YEAR	MAKE	MODEL	PM LOC
726	S362	y 1148236	SPECIAL VEHICLES	2002	FOR	THINK	725

Page Number: 1

If any vehicles have been transferred - attach CHP 57 form(s)

VERIFIED BY: _____ DATE: _____

COMMANDEBS SIGNATURE : _____

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

ATTACHMENT E

Officer Issued Weapons

Issued to officer

Comments

Issued to officer:

Officer Issued Weapons Total:

Area Issued Weapons

Comments

E8337

LEGEND

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Department of California Highway Patrol
Complete Area Inventory
726 - Gilroy IF

October 13, 2009

Issued to Area/Division
Ser# Control# Comments

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] y

[REDACTED]

Issued to Area/Division: [REDACTED]

Ser# Control# Comments

[REDACTED]

[REDACTED]

Ser# Control# Comments

[REDACTED]

[REDACTED] y

[REDACTED]

[REDACTED]

[REDACTED]

Issued to Area/Division
Ser# Control# Comments

[REDACTED]

[REDACTED]

[REDACTED]

Issued to Area/Division: [REDACTED]

[REDACTED]

Issued to Area/Division
Ser# Control# Comments

[REDACTED]

[REDACTED]

Issued to Area/Division: [REDACTED]

Department of California Highway Patrol

Complete Area Inventory

726 - Gilroy IF

October 13, 2009

Area Issued Weapons Total: [REDACTED]

Area Grand Total: [REDACTED]

SUPPORTING DOCUMENTATION

726-01

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
PHYSICAL INVENTORY ADJUSTMENT REQUEST
CHP 24 (Rev. 11-00) OPI 076

DISTRIBUTION:
WHITE & YELLOW - Return with inventory
package through chain-of-command,
PINK - Keep at command.

DATE
04/17/2009

LOCATION CODE
726

TELEPHONE NUMBER
(408) 683-9086

☒ Public
☐ CALNET

TO
Fiscal Management Section, Inventory Control Unit

DATE PHYSICAL INVENTORY PERFORMED
04/10/2009

FROM (COMMAND)
Gilroy Inspection Facility

PERSON CONDUCTING INVENTORY
M. O. Delaney

☐ Report complete - all items located ☒ Make changes listed below

C = CORRECTION to PRINTOUT (Check Box in Appropriate Area) D = DELETION A = ADDITION ADDITIONS ONLY (if known)

CHP TAG NUMBER	SERIAL NUMBER	C	MANUFACTURER'S NAME	C	ITEM DESCRIPTION	C	D	A	PURCHASE NUMBER	PURCHASE DATE
116165	GG9KD8223 4		Panasonic		Micro Cassette Recorder			<input checked="" type="checkbox"/>		
108799	124361BQH		Olympus		Micro Cassette Recorder			<input checked="" type="checkbox"/>		
116168	GG9GD3435 8		Panasonic		Micro Cassette Recorder			<input checked="" type="checkbox"/>		
144004	FOC107ZD5 K		Cisco		2960 Switch			<input checked="" type="checkbox"/>		
143998	FOC1017ZD 28		Cisco		2960 Switch			<input checked="" type="checkbox"/>		
130624	JMX0724L2 BA		Cisco		2600 Switch			<input checked="" type="checkbox"/>		
145271	Unknown		Cisco		2960 Switch			<input checked="" type="checkbox"/>		
R311906	P.40679		Toshiba		Strata Telephone System			<input checked="" type="checkbox"/>		

TRANSFERS (A signed CHP 266, Credit Memo, or CHP 57, Motor Vehicle Assignment and Transfer, must be attached as documentation for each transfer)

CHP TAG NUMBER	SERIAL NUMBER	ITEM DESCRIPTION	TO LOC. CODE
101736	500	Victoreen Radiological Survey Meter	401
137038	26672	Berkeley Nucleonics Gamma Ray Detector	401
108160	M7KJ78YVVHBD	Polaroid Camera	076
108161	M7KJ78ZYVHBD	Polaroid Camera	076
112090	CZTHPAJUJBD	Polaroid Camera	076
82446	H8SIENUGVA	Polaroid Camera	076
95472	Unknown	Optimus VCR Camcorder	076
164220	MXL8320B69	Computer	701

COMMANDER'S SIGNATURE

DIVISION CHIEF'S SIGNATURE

M. O. DELANEY

☐ Return ☐ Repair ☒ Transfer
☐ Loan, return by:

FROM: (COMMAND NAME) Gilroy Inspection Facility	LOCATION CODE 726	PREPARED BY M. O. Delancy	DATE 04/10/2009
TO: (COMMAND NAME) Central Division	LOCATION CODE 401	NUMBER BOXES/PIECES IN THIS SHIPMENT	
SHIPPED VIA <input type="checkbox"/> SSU truck <input checked="" type="checkbox"/> Other (specify): Hand Carried		DRIVER'S SIGNATURE	

EQUIPMENT
MAJOR, MINOR, SENSITIVE, COMPUTER, TELECOMMUNICATIONS, ETC.

[illegible]

RECEIVED BY SIGNATURE

PRINTED NAME
Joshua Clements

DATE	04/13/2009
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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466
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Destroy Previous Editions

c266_208.pdf

☐ Return ☐ Repair ☒ Transfer

☐ Loan, return by: _____

Item Number

Look up by

☒ Tag # ☐ Serial #

Look up

Asset Information

Asset # 143998

SN FOC1017ZD28

Model # CATALYST 2960

Description SWITCH

Vendor Name EVOLVE TECHNOLOGY

Warranty End 23-JUN-2007

Asset Key SWITCH.CATALYST 2960.NONE

Location 041.00.00.WW

Vehicle #

Assigned to Vehicle LC#

Item Number

Look up by

☒ Tag # ☐ Serial #

Look up

Asset Information

Asset # 144004

SN FOC1017ZD5K

Model # CATALYST 2960

Description SWITCH

Vendor Name EVOLVE TECHNOLOGY

Warranty End 23-JUN-2007

Asset Key SWITCH.CATALYST 2960.NONE

Location 041.00.00.WW

Vehicle #

Assigned to Vehicle LC#